

Checklist for Annual Catering Permit

Investigator: _____

D/B/A Name and Address: _____

The following requirements will be completed by the investigator working on your case

____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

Have Need

____ ____ Liquor License Application (**must be signed**). **Form provided by the Regulated Industries Division**
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

____ ____ \$500 Application fee (Annual Catering Permit only) – check or money order payable to the City
Treasurer (only a restaurant/bar or a caterer is eligible to receive an Annual Catering Permit)

____ ____ Consultant consent form signed by the applicant (only applicable if a consultant is used)

***The fee for an Annual Catering Permit is \$1,500**

A liquor application can be processed without the **contingency items** that are listed below. However, all **contingency items** must be submitted before a license will be issued.

Have Need

____ ____ All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control –
State Office Building in KCMO, 615 E. 13th St., (816) 889-2574 – **contingency item**